

# ORDER FOR SUPPLIES OR SERVICES

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1 6

**IMPORTANT: Mark all packages and papers with contract and/or order numbers.**

BPA NO. FERC-12-A-0455

1. DATE OF ORDER 04/02/2012	2. CONTRACT NO. (If any) GS35F0306J	6. SHIP TO:	
3. ORDER NO. FERCT12-001	MODIFICATION NO.	4. REQUISITION/REFERENCE NO. See SCHEDULE	
5. ISSUING OFFICE (Address correspondence to) Federal Energy Regulatory Commission Procurement Division Attn: 888 First Street, NE, Room 4J Washington DC 20426		a. NAME OF CONSIGNEE Federal Energy Regulatory Commission	
7. TO:		b. STREET ADDRESS Warehouse P-1 Attn: 888 First Street, NE, Warehouse P-1	
a. NAME OF CONTRACTOR BOOZ ALLEN HAMILTON INC.	c. CITY Washington		d. STATE DC
b. COMPANY NAME	e. ZIP CODE 20426		f. SHIP VIA
c. STREET ADDRESS 8283 GREENSBORO DR	8. TYPE OF ORDER		
d. CITY MCLEAN	e. STATE VA	f. ZIP CODE 221024904	<input checked="" type="checkbox"/> a. PURCHASE <input type="checkbox"/> b. DELIVERY REFERENCE YOUR _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.
9. ACCOUNTING AND APPROPRIATION DATA See CONTINUATION Page		10. REQUISITIONING OFFICE CIO - Gerald Thomas	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT	
<input type="checkbox"/> a. SMALL	<input checked="" type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. WOMEN-OWNED	N/A	
g. WOMEN-OWNED SMALL BUSINESS (WOSB)					
<input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED	<input type="checkbox"/> ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM	<input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)			
13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS
a. INSPECTION	b. ACCEPTANCE				

17. SCHEDULE (See reverse for Rejections) See CONTINUATION Page

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Issuance of BPA Call for eLibrary Assessment in accordance with Statement of Work contained herein. Proposal dated 03/15/2012 is hereby referenced.					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.			17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:					
	a. NAME Federal Energy Regulatory Commission Division of Financial Services					17(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) Attn: Payment/Invoice 888 First Street, NE, Room 42-71					
c. CITY Washington	d. STATE DC	e. ZIP CODE 20426	\$99,924.47			

22. UNITED STATES OF AMERICA  
BY (Signature) *Shirley Ruiz-Lundgren*

23. NAME (Typed)  
Shirley Ruiz-Lundgren  
Contracting Officer  
TITLE: CONTRACTING/ORDERING OFFICER **Page 1 of 6**

CONTINUATION PAGE

**A.1 PRICE/COST SCHEDULE**

ITEM DESCRIPTION OF NO. SUPPLIES/SVCS	QTY UNIT	UNIT PRICE	AMOUNT
00001 Contract Period: Base eLibrary Technical Assessment, in accordance with Statement of Work. Proposal dated 03/15/2012 is hereby referenced.	1.00 ea	\$99,924.4700	\$99,924.47
POP: 04/04/2012 - 07/06/2012			
FUNDING/REQ NO: 1:		\$99,924.47	0000026639
00001 Contract Period: Option 1 Option Period 1: Assistance with development of eLibrary Statement of Work	0.00 ea	\$19,907.6200	\$0.00
POP: 07/09/2012 - 08/08/2012			

GRAND TOTAL --- \$99,924.47  
=====

ACCOUNTING AND APPROPRIATION DATA:

ACRN APPROPRIATION	REQUISITION NUMBER	AMOUNT
1 X0212-9121620000-25705-6100-UN-DEFAULT-00026-----	0000026639 P	\$99,924.47

**e-Library Refresh Assessment  
Statement of Work**

**1. INTRODUCTION**

FERC has invested in several custom software applications to support the mission of the agency. The system of record for all orders and information collection activities is the eLibrary application. This mission critical system is reaching end-of-life status and must be replaced.

**2. BACKGROUND**

FERC utilizes a suite of hardware and software called "eLibrary" to function as the system of record for all FERC issued orders, industry filings, and public comments. eLibrary is used by all FERC program offices and is the single access point for public access to FERC docketed information. To maintain the services that eLibrary provides, the current eLibrary system must be replaced with a modern document management system. eLibrary was put into production more than 10 years ago and has reached end-of-life status as several software components are no longer supported. The original eLibrary

design is no longer optimal for the current FERC IT infrastructure. AIX servers are used to host Oracle databases for the purpose of storing indexing metadata. Neither AIX nor Oracle fits into the scalable Microsoft support contracts that are in place at FERC. Maintenance support for AIX and Oracle is more expensive than equivalent Microsoft servers and databases, and the FERC IT contractor support contract is rich with Microsoft expertise but extremely thin on AIX or Oracle knowledge. Windows 2000 servers are still the primary web servers and cannot be upgraded because software deployed to those servers many years ago will not run on the newer Microsoft 2008 64-bit servers that are the standard in the FERC data center today.

Prior to replacing eLibrary, FERC requires a technical roadmap to use as guidance for procuring new hardware, software and services that will make up a new document management system for FERC. This statement of work lists the requirements and deliverables that will be used to define the replacement needs for eLibrary.

### **3. DESCRIPTION/SCOPE/OBJECTIVE**

The initial phase in the plan to provide FERC with a document management system is to develop a technical roadmap that includes current FERC capabilities while utilizing available technologies and services. The new system must be able to receive all documents filed at FERC from external sources and also capture all orders that are formally issued by Office of the Secretary (OSEC). Additionally, documents must be classified by appropriate business nomenclature and be categorized by the correct security classification. The system must be resilient and data must be available from physical storage and services that is assessable even if the FERC data center is rendered unavailable. The system must integrate into the FERC COOP planning and IT contingency plans.

### **4. DEFINITIONS AND APPLICABLE DOCUMENTS**

FERC will provide overview documentation of the eFiling and eLibrary business processes, technical infrastructure and topology upon award.

### **5. APPROACH/METHODOLOGY/TASKS**

The Contractor shall provide professional, administrative, and technical services in support of the preparation and delivery of the assessment. The assessment must consider the following requirements when suggesting a new data management system:

#### **5.1 Business Requirements:**

- All entry processes
  1. Listing of all electronic filings and associated workflows
  2. Listing of all paper filings and associated workflows
  3. Overview of FERC issuance process and associated workflows
- Summary of all integrated systems that are dependent on the document management system
- Document COOP requirements for the document management system
- Document FERC document retention policies
- Description of business categorizations
  1. By commodity (Oil, Electric, Gas, Hydropower)
  2. By docket
  3. By program office designations
  4. Security classification

## **5.2 Technical Requirements:**

- Documentation that demonstrates comprehensive IT infrastructure of eLibrary
  1. Servers
  2. Databases
  3. System Integration
  4. Data workflows
  5. Backup and restore processes
- Document current and future IT infrastructure at FERC that could be leveraged
  1. New email and blackberry capabilities for communication
  2. New active role capabilities
  3. SAN and network capabilities
  4. Wireless infrastructure for internal FERC usage
  5. WAN connectivity to regional offices
  6. ACF usage
  7. Salesforce capability
  8. Mobile App requirements (new system possibly assessable through mobile devices)

## **6. DELIVERABLES AND SCHEDULE**

Contractor is responsible for the following deliverables throughout the performance of this contract.

- 1) Project Schedule
- 2) Conduct a Kick-off meeting to review the schedule
  - a. Provide meeting minutes for all meetings
  - b. Conduct Status Meetings
  - c. Conduct discovery sessions as required to clarify technical and business process questions
  - d. Ad-Hoc Meetings
- 3) Submit Data requests for Technical and Business Requirements
- 4) Provide an Outline of the final Assessment Report
  - a. Review the report outline with FERC Staff
- 5) Provide Assessment that includes the following:
  - Executive Summary – Narrative to describe the technical solution being proposed in the assessment. This summary will include a brief description of the methodology used to derive the final solution and will include an overview of proposed technologies.
  - Technology – Provide a detailed description of recommended hardware, software, and services to be used to execute the solution. If multiple options are being recommended, a detailed description of each platform will be provided included associated risks with each option.
  - Use Cases – Provide document use cases that clearly demonstrate how the recommended solutions will satisfy the business requirements as defined for each individual assessment.
  - Contingency plans – Narrative describing how the proposed technical solution will be recovered in the event of a system outage.

- Federal Agency Examples – Provide a list of two or more other federal agencies that are currently using the proposed solutions. Provide references and/or contacts for each example.
- Security – Provide examples of existing Certification and Accreditation (C&A) in other agencies regarding the proposed solution.
- Cost Estimate– Each solution that is proposed will contain a complete cost estimate that includes estimated costs to procure, license and implement all hardware, software, and services recommended in the assessment.

Contractor shall quote pricing for the following OPTION, to be exercised by the Government within 30 days of receipt of Assessment:

- Statement of Work Development – Upon acceptance of a completed technology assessment, FERC will have the option to task the vendor to assist with the creation of a Statement of Work (SOW) to be used to procure the recommended solution.

## **7. PERIOD OF PERFORMANCE**

The period of performance shall be 90 days from date of award.

## **8. PLACE OF PERFORMANCE**

The work shall be performed at the FERC Headquarters facility located at 888 1st. St. NE Washington DC 20426.

### **CONTRACTING OFFICER REPRESENTATIVE (COR) LEVEL I APPOINTMENT**

Gerald Thomas has been appointed as the Contracting Officer's Representative (COR) Level I for this Contract with responsibility for technical oversight, contract administration and day-to-day inspection of the work. The appointment will be in effect until final completion of the project, or when terminated or superseded by the Contracting Officer. The COR will accomplish inspection and acceptance, including final delivery. Services shall conform to the requirements set forth in the contract.

Gerald Thomas  
Federal Energy Regulatory Commission  
888 First Street, NE Washington, DC 20426  
202-502-8567  
gerald.thomas@ferc.gov

## **SECTION B - GENERAL TERMS**

### **B.1 FSS-BPA TERMS AND CONDITIONS**

This order is subject to the terms referenced in BPA FERC-12-A-0455 and the General Services Administration (GSA) Federal Supply Schedule Contract # GS35F0306J.

### **B.2 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)**

(a) The Government may extend the term of this contract by written notice to the Contractor within 15 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 120 days.